



Date: March 1, 2018

To: Workday Performance Management Pilot Participants

From: Andrew Dorantes, Vice President for Administration and Finance/Treasurer
Dana Nagengast, Assistant Vice President for Human Resources

Subject: Workday 2018 Performance Management Pilot

The Office of Human Resources is pleased to pilot the Workday performance management system, a new web-based process to conduct employee self-assessments and performance reviews. You have been identified by your Cabinet member to participate in our 2018 pilot group, to test the new system and provide your feedback on the self-assessment and performance review process.

Starting March 5, 2018, we will pilot the new system by utilizing all available features for both the self-assessment and performance review forms within Workday. The performance period that we will use for evaluation will be July 1, 2017 through May 31, 2018. Evaluations should be completed prior to supervisors recommending annual salary increases, which occurs in late May.

The new web-based Performance Management system offers a number of advantages and features over our current paper-based process, and is designed to efficiently establish employee performance standards, goals, and hold all employees accountable to high performance. The new features will include:

- **Goal Management** to enable staff and managers to create a set of goals and track progress toward completion using goal tracking features of the system.
- **Historical Record Keeping** to be more efficient as a complete history of performance will be maintained within each employee's account for easy access and retrieval.
- **Tracking and Reporting** features will enable managers and leaders to ensure consistent completion of performance reviews by departments and report progress.

As a next step, you will receive a separate link in your "Workday Inbox" the week of March 5, 2018. Attached is a step-by-step job to assist you with navigating the Workday Performance Management system. Resources are also available at: <https://www.hmc.edu/human-resources/performance-evaluation-forms-and-resources/>. Additionally, the Office of Human Resources will be available to conduct individual and department training as needed.

Lastly, the Office of Human Resources will be sending a communication to all Staff Employees on Monday, March 5, 2018, to kick off the 2018 performance management program. Please disregard that future announcement, as you will be participating in this pilot program instead.

We are excited to implement this improved technology service for our employees to enhance the personalization and convenience of performance management related communications.

For further questions, please feel free to contact me at x.18512 or via email at dnagengast@hmc.edu.